

**TANOAN COMMUNITY ASSOCIATION**  
**ESTATE SALE REQUEST**

**Please Print Clearly**

Owner/Resident Name \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Estate Sale Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Estate Sale Company (*if applicable*) \_\_\_\_\_

Estate Sale Company Contact Information \_\_\_\_\_

I/We understand the following:

***Initial each below***

\_\_\_\_\_ The owner/resident must submit a completed Estate Sale Request Form and payment, to the Community Relations Manager or General Manager at least ten (10) calendar days prior to the desired sale date.

\_\_\_\_\_ The owner/resident must submit \$75.00 payment for each day the Estate Sale will take place. Payment may be made via personal checks, cashier checks, credit card or money orders. Checks (personal and cashiers) drawn upon a bank, and postal money orders or money orders issued from any other authorized institution will be accepted for payment.

\_\_\_\_\_ If an Estate Sale Request Form has not been signed and submitted by the owner/resident, or if any of the conditions outlined in the form are violated, individuals arriving to attend the sale shall not be granted entry by Academy Gate personnel.

\_\_\_\_\_ The sale may not be held for more than two (2) consecutive days, and cannot take place on a Sunday or National Holiday.

\_\_\_\_\_ Hours of operation for Estate Sales are limited to 9:00 a.m. to 2:00 p.m.

\_\_\_\_\_ The sale must limit items in possession of the owner/resident prior to the sale, e.g., it is not permitted to bring outside merchandise into the community for the sale.

\_\_\_\_\_ All sale items are to be kept inside the home, back yard, or garage, and shall not be visible from the street.

\_\_\_\_ Garage doors are to remain closed except for brief periods to accommodate loading operations.

\_\_\_\_ No signs are permitted, with the exception of one (1) sign in the front yard of the Estate Sale residence.

\_\_\_\_ Adjoining neighbors must be notified of the dates and times of the planned Estate Sale at least seven (7) calendar days before the sale takes place.

\_\_\_\_ Estate sale patrons must use the Academy Gate entrance.

\_\_\_\_ The owner/resident must provide traffic/parking control. All vehicles must be parked with the flow of traffic, and may not block public streets, fire hydrants, sidewalks, driveways, or mailboxes of neighboring residents.

\_\_\_\_ The owner/resident must provide Academy Gate Attendants with maps for distribution.

\_\_\_\_ The owner/resident is responsible for Estate Sale patrons' compliance with TCA Community Rules, including damage to neighboring properties.

\_\_\_\_ The owner/resident is responsible for clean-up of trash left outdoors following the Estate Sale.

\_\_\_\_ Yard/Garage sales are not permitted under any circumstances within the confines of TCA.

\_\_\_\_ The Community Relations Manager and/or General Manager has the authority to close the Estate Sale operation for non-compliance of TCA rules.

I have read the Estate Sale Rules above and acknowledge their receipt.

Owner/Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form at least ten (10) calendar days prior to the desired sale date and return to:  
Tanoan Homeowners Association, Inc.  
9820 Murifield Ct. N.E.  
Albuquerque, N.M., 87111  
505-823-6735 (fax) 505-823-2307 (o)  
[tanoan@comcast.net](mailto:tanoan@comcast.net)